

Contract Management & Legal Drafting: Mastering Agreements

Law and Contract Management
Geneva (Switzerland)
14 - 18 Jul 2025

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A close-up photograph of chess pieces on a checkered board. In the foreground, a large, ornate gold king piece stands prominently. To its left, a smaller silver pawn is visible. Further back, another silver pawn is positioned. The background features concentric circles, creating a sense of depth and focus on the pieces.

Contract Management & Legal Drafting: Mastering Agreements

Ref: 3341_138434 **Date:** 14 - 18 Jul 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 **Euro**

Course Description

This intensive 5-day course covers the essential aspects of contract management and legal drafting. Participants will learn to negotiate deals, draft robust agreements, and manage contract performance effectively. The course provides practical insights into legal drafting techniques and contract management best practices across various industries.

Learning Objectives

- Understand the key principles of contract negotiation and drafting
- Develop skills to create clear, concise, and legally sound agreements
- Learn effective contract management techniques throughout the contract lifecycle
- Gain practical knowledge in dispute resolution and contract enforcement
- Acquire strategies for risk assessment and mitigation in contractual relationships

Course Modules

Day 1: Fundamentals of Contract Management

- Introduction to contract law and principles
- Contract formation and essential elements
- Types of contracts and their applications
- Contract lifecycle management overview

Day 2: Negotiation Strategies and Techniques

- Preparing for contract negotiations
- Effective communication in negotiations
- Handling difficult negotiation scenarios
- Documenting negotiation outcomes

Day 3: Legal Drafting Essentials

- Structure and organization of contracts
- Drafting clear and unambiguous clauses
- Common contract terms and conditions
- Legal writing techniques for non-lawyers

Day 4: Contract Performance and Risk Management

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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- Monitoring contract performance
- Identifying and mitigating contractual risks
- Change management and contract modifications
- Termination and exit strategies

Day 5: Dispute Resolution and Contract Enforcement

- Identifying and addressing contract breaches
- Alternative dispute resolution methods
- Litigation strategies and considerations
- Enforcing contractual rights and remedies

Practical Wins for Participants

- Ability to draft clear and enforceable contracts
- Enhanced negotiation skills for better deal outcomes
- Improved contract management efficiency and risk mitigation
- Confidence in handling contract disputes and enforcement issues

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